Section 14.14   PARAMS MENU
Personnel Data
Mass Standard Distribution

Purpose	This section provides the procedures for users, with proper security, to update standard distribution (coding block) data for multiple TKUs.
Window Name	Mass Standard Distribution
Reminders	**1.** The Mass Standard Distribution window is accessed through the <u>P</u>arams, Personnel Data, <u>Q</u> - Mass Standard Distribution items on the Menu bar.

2. The Mass Standard Distribution window contains the following tabs:

- Selection - The Selection tab consists of a Selection Criteria window and a Selection List. The selection window is used to select **previously entered** requests for coding block changes that have been saved, submitted or processed. A user may also select **all** of the requests. Once the Selection Criteria has been selected or entered and the Select button clicked, the data is displayed in the Selection List window, and the Detail and Review tabs become active. The minimum selection criteria is Department, Agency and TKU. However, a user may also select on Request Number only. A user may then highlight the appropriate request from the Selection List and click on the Detail tab to make changes or review the changes by clicking on the Review tab.

- Detail - The Detail tab allows a user to enter a new coding block change or change an existing request. Changes cannot be made once a request has been submitted.

Continued

Mass Standard Distribution

Reminders (Continued)	■ Review - The Review tab allows a user to review, in a report format, coding block changes and errors that may have occurred after a request has been processed.
	3. All coding block data entered must first be established in the State's Accounting System (R★STARS). Codes established in R★STARS are valid to use the following day.
	4. The default distribution changes entered will be processed in the nightly batch cycle Monday through Friday. The last request sent submitted on a processing day is the one that will be processed.
References	*No specific references*

Mass Standard Distribution

The following window is displayed when Params, Personnel Data, Q- Mass Standard Distribution is selected from the Menu bar. The steps are described on the following pages.

DCDS Input Procedures
Mass Standard Distribution (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency*	Select the appropriate agency number from the dropdown list, enter the agency number or select **AL** from the dropdown to select coding block changes for all agencies. If **AL** is selected, all TKUs must also be selected.
3	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select **AL** from the dropdown to select all TKUs within an agency.
4	Status	Select the appropriate Status of requests (Saved, Submitted, Processed or All).
5	Request Num	Enter the Request Number, if selecting a specific request. The department, agency and TKU are **not** required when selecting by Request Number.
6	From Date	Select a Start Date as the first effective date to use as selection criteria to view requests within a specific pay period.
7	To Date	Select a To Date as the last effective date to use as selection criteria to view requests within a specific pay period.
8	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.

DCDS Input Procedures
Mass Standard Distribution (Selection Criteria)

Step	Field Name	Action
9	Selection List	Highlight the appropriate TKU from the selection list then click on one of the following: ■ Delete Button to delete a request ■ Detail Tab to change a request ■ Review Tab to review a change

*indicates a required field that must be entered

Mass Standard Distribution (Selection List)

The following information is displayed:

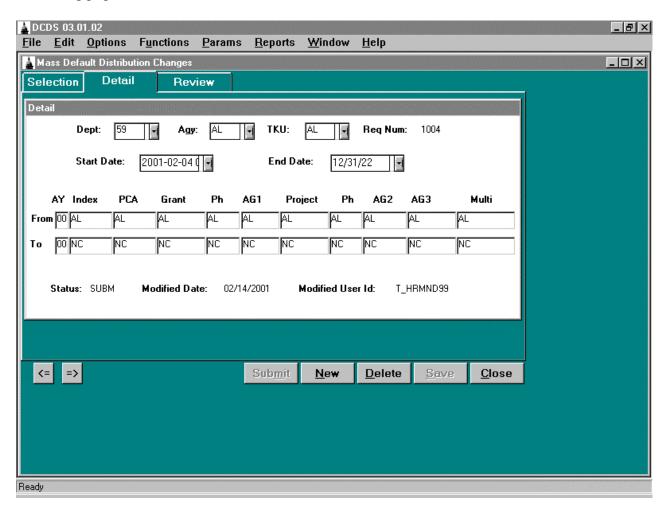| Field Name	Description
Dept	The department number selected.
Agy	The agency number selected.
TKU	The Timekeeping Unit number selected.
Request Number	The identification number assigned to a request.
Status	The Status of a request. The following will be displayed: ■ SAVD - Saved ■ SUBM - Submitted ■ PROC - Processed
Start Date	The effective date of the request.
End Date	The date the request will no longer be in effect.
AY	The Appropriation Year of the request.
Coding Block Data	The Index, Project Cost Account (PCA), Grant, Phase (Ph), AG1, Project, Phase (Ph), AG2, AG3, Multi affected by the request.
Modified Date/Modified User ID	The date modifications were made and the User ID of the last person who made the modifications.

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Mass Standard Distribution
Detail Tab

The following window is displayed when the **Detail** tab is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

DCDS Input Procedures
Mass Standard Distribution

Follow the steps below to add, update, or delete coding block data.

Step	Field Name	Action
Add New Coding Block Request		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail window to add a new coding block request.
Change Saved Coding Block Request		
	Detail Tab	Enter the required selection criteria and click the Select button. Highlight the TKU in the Selection List window to be changed. Click on the Detail tab. This displays the Detail window to update a request. ***A request cannot be changed once it is submitted.***
Delete Saved Coding Block Request		
	Delete Button	Enter the required selection criteria and click the Select button. Highlight the TKU in the Selection List window to be deleted. Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the highlighted request displayed in the Selection List window. A request may also be deleted from the Detail tab and Review tab. ***A request cannot be deleted once it is submitted***.

DCDS Input Procedures
Mass Standard Distribution
Detail Tab

Follow the steps below to enter a new request.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number.
3	TKU*	Select the appropriate Timekeeping Unit (TKU) from the dropdown list or enter the number.
4	Start Date	Select a Start Date, if applicable.
5	End Date	Select an End Date, if applicable.
6	Coding Block Fields (From)	Select from the dropdowns (activated when the field is clicked on) the appropriate **current** coding block elements. Enter **ALL**, to have all of the current codes changed based on the TO entries.
7	Coding Block Fields (To)	Select from the dropdowns (activated when the field is clicked on) the appropriate **new** coding block elements. Enter **NC** in the fields where there is no change. Enter an asterisk (*****) to delete a coding block element.
8	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered. The data is NOT processed unless submitted.
9	Review Tab	Click on the Review tab to review the request, click on the Submit button if the change is ready to be submitted for processing.

*indicates a required field that must be entered
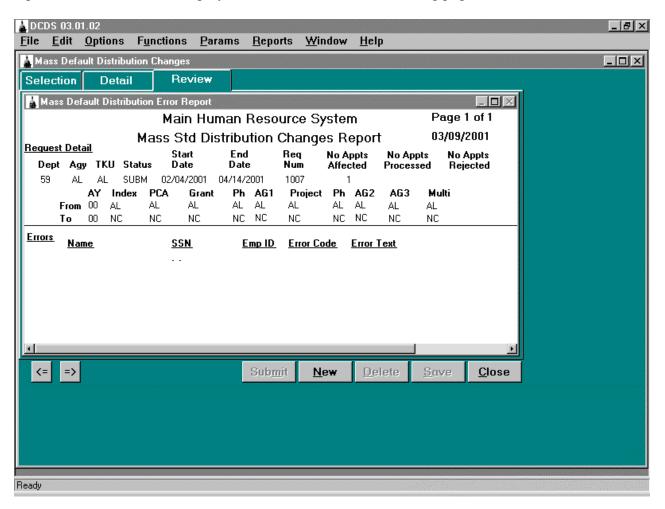
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Mass Standard Distribution
Review Tab

The following window is displayed when the **Review** tab is selected. The data is displayed in report format. The fields displayed are described on the following pages.

Mass Standard Distribution
Review Tab

The following information is displayed:

Field Name	Description
Dept	The department number selected.
Agy	The agency number selected.
TKU	The Timekeeping Unit number selected.
Status	The Status of a request. The following will be displayed: ■ SAVD - Saved ■ SUBM - Submitted ■ PROC – Processed
Start Date	The effective date of the request.
End Date	The date the request will no longer be in effect.
Request Number	The identification number assigned to a request.
No Appts Affected	The number of appointments affected by the current request.
No Appts Processed	The number of appointments successfully processed.
No Appts Rejected	The number of appointments rejected when processed.
From/To	The Appropriation Year and current and new coding block data. The Index, Project Cost Account (PCA), Grant, Phase (Ph), AG1, Project, Phase (Ph), AG2, AG3, Multi affected by the request

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Mass Standard Distribution
Review Tab

Field Name	Description
Errors	The following is displayed when an error occurs: ■ The name, Social Security Number and Employee ID of the employee affected ■ Error Code and Error Text (Description) ■ Coding Block data in error